

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

DEPUTY DIRECTOR, DIVISION OF ADULT PAROLE OPERATIONS

(CEA Level C)

061-001-7500-002

DUTY STATEMENT

Under the general direction of the Director, Division of Adult Parole Operations (DAPO), the Deputy Director is responsible for assisting the Director in the management and operation of the statewide adult parole program. The Deputy Director provides managerial supervision, evaluation, and coordination for all parole related programs including review and analysis of parole operation results; plans future activities involving fiscal and program planning; appears before legislative and executive branches of government on policy and budgetary issues; coordinates parole administrative functions for headquarters and two parole regions; assists in planning and implementing statewide adult parole policies, resulting from legislative requirements, and activities for the California Department of Corrections and Rehabilitation (CDCR) based on operational necessity; and may act on behalf of the Director in his/her absence.

Duties include, but are not limited to:

- 40% Provide direct administration and supervision to DAPO's Regional Parole Administrators, Associate Directors, Parole Administrators, and District Administrators relative to adult parole operational policies and procedures.
- 20% Plan, organize, and direct statewide parole policies and programs for adult felons and non-felons; develop and implement policies and procedures for administrative functions and clinical activities for DAPO. Establish standards and procedures for parole and placement which conform to the policies and legal requirements of CDCR, State control agencies, and the Board of Parole Hearings.
- 20% Advise the Director, Executive Staff, and other departmental managers on matters concerning issues of significant adult parole policy impact. Coordinate activities of the Division with other CDCR programs and the Board of Parole Hearings; meet and confer with members of the public and representatives of national, State, and local governmental agencies to formulate and implement policies/procedures for parole programming.
- 20% Represent the Director at conferences and hearings related to parole administration; participate in departmental discussions and deliberations pertaining to adult parole matters; confer with and direct other Division staff members in preparation of the budget; author, approve, and execute necessary adult parole operational orders, directives, and other documents.